

VACANCY ANNOUNCEMENT



CLERK OF COURT

The United States Bankruptcy Court for the Eastern District of Texas is seeking applications for the position of Clerk of Court. The Court is currently composed of two judges, and a Clerk's staff of 41, with divisional offices located in Tyler, Plano, and Beaumont, Texas.

The Clerk is appointed by the judges of the Court. This is a high level management position which functions under the direction of the Chief Judge. The Clerk is responsible for managing the Clerk's office and overseeing the performance of the statutory duties of the office. The position entails a large number of administrative and managerial functions including, but not limited to:

- Consulting with, and making recommendations to, the judges regarding court policies and procedures;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget of the Court;
- Working with various governmental agencies on a variety of issues necessary to Court activities such as data processing, fiscal, space and facilities, and personnel matters;
- Supervising the purchasing and financial management activities of the Court;
- Directing staff responsible for the processing of bankruptcy cases and adversary proceedings and other case management functions, courtroom support needs, information technology services, statistical analysis and reporting requirements, internal controls, inventory control and human resources management; and
- Traveling periodically to divisional offices in Plano and Beaumont.

Position Location: Tyler, Texas.

Starting Date: Approximately November 1, 2006.

Salary Range: JSP-16 (\$120,756 - \$150,664).

Closing Date: Position open until filled. However, to ensure consideration, application should be received on or before Friday, June 30, 2006.

QUALIFICATION STANDARDS

Experience:

A minimum of 10 years of progressively responsible general administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. An attorney in the active practice of law in either the public or private sector may substitute such active practice on a year-for-year basis to fulfill the experience requirement.

Applicants must demonstrate proven skills in problem solving, the prioritization of organizational goals, and staff motivation. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing are essential. The candidate should possess strong leadership and interpersonal skills.

Demonstrated expertise in the following areas is also preferred:

- General experience in court management and operations;
- Understanding of the impact of the Bankruptcy Code and Bankruptcy Rules upon case management procedures;
- Knowledge of applied information technology, with an enthusiasm for innovation;
- Interaction with the Administrative Office of U.S. Courts, the Federal Judicial Center, and other court units.

Education:

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education for 9 months of experience. A degree should preferably have included courses in law, government, public administration, business administration or judicial administration or other related fields. A post-graduate degree in public administration, business administration or judicial administration may be substituted for one additional year of the required general experience. A Juris Doctor degree from an accredited law school may be substituted for two additional years of the required general experience.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check, and retention of the position is dependent upon a favorable suitability determination after a 10-year background investigation. The initial investigation may be updated after each five-year period thereafter. All employees of the judiciary are “at-will” employees and employment may be terminated by either the employer or the employee with or without cause. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States or be otherwise eligible to work in the United States.

BENEFITS:

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the government’s Civil Service classification. They are, however, entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, the Federal Employees’ Retirement System (FERS), life insurance, flexible spending accounts (health and dependent care), long-term care options and the Thrift Savings Plan (the federal government’s 401K plan). This position is subject to mandatory direct deposit participation for payment of net salary.

SELECTION PROCEDURE:

Applications:

In lieu of a formal application with accompanying cover letter, qualified persons are invited to submit a comprehensive resume, outlining the person's educational background, employment and salary history, and other relevant information, and listing three (3) work references with contact information, including telephone and e-mail information. Such resume should be forwarded to the:

United States Bankruptcy Court
Eastern District of Texas
Attn: Carol Thompson, Human Resources Specialist
Plaza Tower
110 N. College Avenue, Ninth Floor
Tyler, TX 75702-7226

or, preferably, by e-mail to:

Carol_Thompson@txeb.uscourts.gov

Though the position is open until filled, to insure consideration, an application should be received **on or before Friday, June 30, 2006.**

Expenses:

Expenses for interviews or for relocation are not authorized for reimbursement.

NOTE:

The Court reserves the right to modify the conditions of this vacancy announcement, to withdraw this vacancy announcement, to fill the vacant position prior to the expiration of any announced closing date, any of which may occur without any prior written notice. The Court will only communicate with those applicants who are selected for an interview. If you receive no notification from the Court, another applicant has been selected to fill the vacant position.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER